

STATE OF ALABAMA

Information Technology Policy

Policy 900-00_Rev A: Information Technology (IT) Procurement

State agencies expend hundreds of millions of dollars for IT products and services in a single fiscal year. The majority of these purchases require solicitation of quotes and proposals from qualified vendors. Agencies generally have the latitude to use two different competitive methods with distinctive processes and requirements. Agencies need to fully understand how to effectively use both processes to ensure the best value for the state in the procurement of IT products and services.

OBJECTIVE:

Enhance the purchase of IT hardware, software, professional services, and other technology components and equipment for state government to better allow state agencies to standardize information technologies and services purchased, resulting in better pricing, faster processing of requests, and improved delivery of technical support to end users.

SCOPE:

This policy applies to all state agencies, boards and commissions with the exception of the Legislative and Judicial branches and educational institutions.

This policy covers all IT hardware, software, professional services, and computer-related components purchased with agency funds. Specifically, the following technology resources are within the scope of this policy:

- Desktops, laptops, tablet PCs, personal digital assistants, and servers
- Software running on the devices mentioned above
- IT professional services
- Peripheral equipment, such as printers and scanners
- Network communications equipment and services
- Voice communications equipment and services (including cell phones)
- Cables or connectivity-related devices

Nothing in this policy shall be construed to repeal or supersede the existing laws of the State of Alabama as stated in The Code of Alabama 1975, Title 41, Chapter 16 (Public Contracts).

RESPONSIBILITIES:

Information Services Division shall:

- Establish broad IT procurement policies and standards in conjunction with State Purchasing
- Establish minimum standards for the development of IT competitive bid documents including Invitation-to-Bid (ITB) and Request-for-Proposal (RFP) processes
- Establish recommended guidelines for the evaluation of IT procurement responses

Agency Management, Information Technology Organization shall:

- Ensure that all state IT procurement policies and standards are followed
- Ensure that all IT resources are purchased according to state statute
- Ensure that all IT procurements are fair and open
- Ensure use of established statewide contracts for IT procurements where applicable

ENFORCEMENT:

Authority

State of Alabama Code, Acts 2001-956, Section 41-16-76

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-224

State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-293

Reporting

Non-compliance with this policy and associated standards may also be a violation of state law and as such subject to civil and criminal penalties. Anyone aware of non-compliant IT procurement practices must report the matter to their immediate supervisor, manager, or as outlined in organizational policies or procedures.

Non-Compliance

The Chief Information Officer, or State Purchasing Director, reserves the right to hold or deny an agency's purchasing requests, contract approvals, and personnel actions until such time an agency complies fully or partially with this policy.

ADDITIONAL INFORMATION:

DEFINITIONS: Refer to Information Technology Dictionary

http://isd.alabama.gov/policy/IT_Dictionary.pdf

Signed by Jim Burns, Chief Information Officer

DOCUMENT HISTORY:

| Version | Release Date | Comments |
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